

19 Mar 02

CEHR-E (690-500g)

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Consistency Review of Financial Management Positions

1. References:

- a. CEHR-E memorandum dated 1 Feb 01, Subject: Classification Consistency Review – Financial Managers and Accounting Officers
- b. CEHR-E memorandum dated 8 May 2001, Subject: Classification Consistency Review – Financial Managers, Accounting Officers, Budget Officers, and Payroll Liaison Technicians.

2. A number of factors generated a USACE-wide consistency review of financial management positions at the request of the Director of Resource Management in February 2001. These included: inconsistencies found during the Engineer Inspector General review in FY 00, the formation of Resource Management Boards, and implementation of the regional business concept. The purpose of the review was to investigate whether different grade levels for district Financial Managers, Accounting Officers, Budget Officers and Payroll Technicians were based on verifiable differences in the assignment of duties. Generally, this was found to be the case. This study is now complete, this memorandum:

- a. Lifts the moratorium on changes to Financial Manager (FM) and Budget Officer positions.
- b. Provides classification guidance to be used in local determinations on the proper grade level of FM positions and requires a local review of GS-14 district FM positions against that guidance.

3. This memorandum does not direct the reclassification of individual district FM positions. However, you are responsible for assuring the positions under your control are properly classified in accordance with OPM standards and the guidance at Enclosure 1. Several districts have positions at the GS-14 and GS-15 level that, on the surface, do not

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appear to meet the minimum requirements in the attached guidance. A list of those positions is found at Enclosure 2. Initiate a local review and verify your positions meet the requirements outlined in Enclosure 1. In lieu of a reporting requirement, this headquarters may spot-check these positions in 90-120 days to assure appropriate action was taken to update or modify the current position description to fully support the proper grade. Districts that want to upgrade their positions from GS-13 to GS-14 based on the GSSG must work with their CPOC to assure the subordinate supervisors meet the requirements in Enclosure 1. The review found that only Baltimore District supports a grade of GS-15. Requests to classify FM positions at the GS-14 level based solely on the GS-505 standard must be forwarded through command channels to CEHR-E for review and approval.

4. While there is concern about establishing Budget Officer positions at the GS-13 level based on non-supervisory duties, the consistency study did not identify widespread problems with the classification of district positions. No action is required.

5. The USACE points of contact for this review are Ms. Millie Edwards in CEHR at (202) 761-1798, and Mr. Steven Butler in CERM at (202) 761-0064. Please feel free to contact them if you have specific questions or need clarification on any matter covered by this memorandum.

Encls

/S/  
HANS A. VAN WINKLE  
Major General, USA  
Deputy Commander

CF:

MSC RM Chiefs (w/encls)  
MSC HR Officers (w/encls)  
CPOCMA (w/encls)